

BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.

Senior Facilities Administrator

The mission of Baltimore Office for Promotion & Arts (BOPA) is to address the needs of the arts community through arts and cultural activities, advocacy and support; create pride by promoting Baltimore to Baltimoreans; and, to use the arts and events as marketing tools to promote Baltimore's assets locally, regionally and nationally. BOPA produces festivals, special events, and promotions for Baltimore City and develops and administers funds, grant programs and community workshops. In addition, BOPA manages several historic attractions and sites in the Baltimore area including School 33 Art Center, The Cloisters, the Bromo Seltzer Arts Tower and the Top of the World Observation Level in the World Trade Center.

Position Description

The Senior Facilities Administrator for the Baltimore Office of Promotion & The Arts is a full-time regular, non-exempt position, reporting to the Director of Facilities. The position oversees all Facilities staff and provides day-to-day operational, logistical and maintenance oversight for all BOPA facilities including: The Cloisters, Top of the World, Bromo Seltzer Tower and School 33. This position is charged with assisting the Director of Facilities in creating and maintaining high quality, visitor friendly attractions and special event venues that produce income opportunities that support BOPA's overall operations.

Essential Duties and Responsibilities:

- Assist in the management of the Facilities Department and all its operations:
- Participate and organize regular departmental meetings.
- Support the Director of Facilities in management operations and sales support.
- Support the Director of Facilities and Communications Department in the development of marketing plans, advertising, direct sales and other promotional opportunities, including social media, website, etc. to enhance visibility and attendance.
- Maximize resources at BOPA in the creation/production of events, public relations opportunities, creative services, etc.
- Support the Director of Facilities in promoting exemplary customer service through staff training.
- Oversee the maintenance of equipment, copiers and computers.
- Monitor all work being performed by outside contractors.
- Maintain inventory controls for cost effective operations.

- Identify areas in need of maintenance or repair and implement actions to address.
- Maintain daily inspection and maintenance of buildings.
- Execute necessary contracts for the facilities.
- Process and approve deposits and bills for Finance Department.
- Perform various functions as assigned to support other events produced by BOPA.
- Represent the Director of Facilities Operations in his/her absence as appropriate.
- Provide primary day-to-day management at The Cloisters.

Minimum Qualifications:

- BA or 5 years of equivalent experience
- 3 years professional experience
- 3 years in a management capacity
- Excellent writing and speaking skills
- Demonstrated problem solving abilities
- Ability to establish priorities and work effectively with various constituencies
- Knowledge of building maintenance
- Familiarity with tourism, rental venues, bridal industry and trends a plus
- Ability to manage multiple projects
- Must have reliable transportation and be available evenings and weekends
- Proficiency in Microsoft computer programs (Outlook 360, Excel, PowerPoint, Teams, and Word)
- Ability to work evenings and weekends is essential

Compensation & Benefits:

- Salary is commensurate with experience
- Benefits include Medical, Dental, Vision, LTD, STD, Life and AD&D
- 403B Retirement Plan with employer match
- Paid Holidays
- Paid Sick and Vacation accrual
- Parking or Monthly Transit Pass (subject to availability)

Application Process:

Email cover letter and resume (with applicant's name and the job title in subject line) as one pdf document to: humanresources@promotionandarts.org. No phone calls please.

The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.